



NACE COMMUNITY CALL

VIRTUAL INTERNSHIPS – BEST PRACTICES

April 1, 2020

Agenda

- 1 | Welcome
- 2 | Virtual Internships Best Practices
- 3 | Additional Resources



Welcome

FACILITATORS

- **Chris Carlson**, Sr. Manager, UR&R Northrop Grumman & President of NACE
- **Nora Dempsey**, Sr. Advisor for Innovation, US Department of State and lead for the Virtual Student Federal Service program
- **Jeffrey Moss**, Founder & CEO, Parker Dewey
- **Steven Rothberg**, President & Founder, College Recruiter
- **Dr. Robert Shindell**, President & CEO, Intern Bridge
- **Mary Scott**, President, Scott Resource Group
- **Yulkendy Valdez**, Co-Founder & CEO, Forefront

NACE UPDATES

- Coronavirus response and support
 - Town Halls
 - Virtual Roundtables
 - Landing page
 - NACE Community
- Virtual Internship – Best Practice Community Call (will be scheduling follow-on calls)

www.naceweb.org



Virtual Internships – Best Practices

QUICK SURVEY

	1	2	3	TOTAL	WEIGHTED AVERAGE
What tools/technologies exist to assist in moving internship program virtual?	48.65% 18	21.62% 8	29.73% 11	37	1.81
How do I engage students with managers in a virtual internship?	42.50% 17	27.50% 11	30.00% 12	40	1.88
How do I identify work that can be done virtually?	22.22% 6	51.85% 14	25.93% 7	27	2.04
How do I move traditionally hands-on internship experiences to virtual (e.g., manufacturing, engineering)?	50.00% 15	33.33% 10	16.67% 5	30	1.67
How do I plan for logistical concerns around time-charging, equipment, systems access, onboarding, etc?	15.79% 3	47.37% 9	36.84% 7	19	2.21
What are some of the possible pitfalls that I need to be aware of?	15.00% 6	30.00% 12	55.00% 22	40	2.40
How do I take into account the intern in ensuring engagement, quality of work and overall experience?	30.19% 16	33.96% 18	35.85% 19	53	2.06

TOPICS

- Virtual Engagement of Intern
- Ensuring Quality of Work Assignments
- Potential Pitfalls
- Tools/Technologies

VIRTUAL ENGAGEMENT OF INTERNS

- **What are key considerations for ensuring a positive engagement with interns virtually?**
- **What are students expectations and perceptions?**
- **What are leading practices for engaging interns virtually:**
 - **Overall programming**
 - **Manager & the intern**

ENSURING QUALITY OF WORK ASSIGNMENTS

- **What are approaches for capturing work assignments that can be done virtually?**
- **How do we identify virtual work assignments in traditionally hands-on environments?**
- **How do we allow for manager/intern engagement, oversight, and evaluation of work**

POTENTIAL PITFALLS

- **What are some potential pitfalls that we all need to be aware of as we plan and execute?**
- **What are lessons learned once programs have been launched?**

TOOLS & TECHNOLOGIES

- **What are platforms that we can leverage?**
- **What are some considerations in selecting a platform for virtual internships?**
- **How do we safeguard proprietary work projects?**



Resources

NACE RESOURCES

MESSAGES FROM NACE LEADERSHIP

- [Latest News and Insight \(March 23, 2020\)](#)
- [COVID-19 and NACE Update \(March 11, 2020\)](#)

QUICK POLL

- [Preliminary Results – Updated March 27, 2020](#)
- [Updates \(March 18, 2020\)](#)

TOWN HALLS – CORONAVIRUS (COVID-19) UPDATE

- [Internships, Recruiting, and Early Career - April 2, 2020](#)
- [Engaging Students Virtually During COVID-19 – April 8, 2020](#)
- [Strategies for Collecting First-Destination Data - April 14, 2020](#)
- [Life After COVID-19: The New Reality - April 21, 2020](#)
- [Evolving Impact of COVID-19 on the Future of the Profession - April 29, 2020](#)

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Archives [March 18, 2020 \(Presentation PDF\)](#)

NACE RESOURCES

VIRTUAL ROUNDTABLES

- [Career Services Virtual Roundtables](#) (members only)
- [University Relations and Recruiting Virtual Roundtables](#) (members only)

RESOURCES

- [NACE Community Library](#) (see Coronavirus Resources folder): Share your resources and samples.
- [The Benefits of Remote Work for Students \(March 16, 2020\)](#)
- [Career Services in the Climate of Coronavirus \(March 16, 2020\)](#)
- [Columbia University: Moving Key Events Online \(March 16, 2020\)](#)
- [Conferences Being Closed or Shifted Online \(Crowdsourced\)](#)
- [From the Field: The Evolving Response to the Coronavirus](#)
- [NACE Members Respond: Resources and Ideas From the NACE Community \(March 30, 2020\)](#)
- [On-Campus Instructional Continuity Policies \(Crowdsourced\)](#)
- [Resources for Online Meetings, Classes, and Events \(Crowdsourced\)](#)
- [School Closings \(Crowdsourced\)](#)
- [Teaching With Accessibility \(Crowdsourced\)](#)

NACE RESOURCES

FREE AND RECORDED WEBINARS ON COVID-19

• *Provided by NACE members* Recorded Webinars/Resources

- [Covid-19's Impact on University Recruiting \(webinar recording\)](#)
- [Slides: Using Project-Based Remote Work During Covid-19](#)
- [Summary: How Remote Work Can Help](#)

ADDITIONAL RESOURCES

- College Recruiter
 - Webcast: <http://www2.collegerecruiter.com/covid19internships>.
 - Ask the Experts blog article that addresses the question of what students should do if their employer delays their start date due to Covid-19. <https://bit.ly/2xFksAV>
- Parker Dewey
 - [Tips for Remote Internships](https://www.parkerdewey.com/blog/remote-internship-program-tips) - <https://www.parkerdewey.com/blog/remote-internship-program-tips>
 - [Launching a Micro-Internship Webinar](#)
- Scott Resource Group
 - VIX|R: Virtual Internship Expectations versus Reality tool (contact Mary Scott)

ADDITIONAL RESOURCES

- Federal Government
 - <https://www.collegerecruiter.com/blog/2020/03/25/u-s-government-is-hiring-interns-for-virtual-work/>

Interested in an internship with
one of 60 Federal agencies from
right where you are?

VIRTUAL STUDENT FEDERAL SERVICE

V S F S

Nine-month digital internships available
Virtual Student Federal Service
@ vsfs.state.gov



#ApplyinJuly

Register on USAJOBS.gov and
search for the VSFS announcement

ADDITIONAL RESOURCES

- Intern Bridge
 - Webinar tomorrow, April 2nd
 - [Delivering An Amazing Virtual Internship Experience](#) has been created to help employers create a best-in-class virtual internship program. What employers will learn by registering:
 - *How to deliver a data-driven, best in class framework for a virtual internship experience;
 - *Identify strategic tools you can use to enhance the experience for your virtual interns;
 - *Equip managers with the right tools to maximize the ROI of your virtual internship initiatives;
 - *Engage your entire organization by focusing on meaningful outcomes;
 - *Increase your organizational brand awareness on college campuses;
 - ****And much, much more!***

Topics that we will cover:

- ***Preparing the organization to “host” virtual interns**
- ***Building a case for virtual internships**
- ***Developing powerful virtual internship work plans**
- ***Educating and training mentors and supervisors**
- ***Aligning student values and skills with organizational needs**
- ***Tools and resources you can use to engage your virtual interns**
- ***Suggestions for projects and tasks for your virtual intern to complete**
- ***Evaluation and feedback to virtual interns**
- ***Creating an assessment feedback loop to increase ROI**

ADDITIONAL RESOURCES

- Forefront
 - <https://www.getforefront.co/post/6-steps-to-designing-a-great-virtual-internship-program>